

## Coordinator, Tournaments & Events

### Opportunity

Position Type: Full time - 1 year contract with opportunity for renewal

Location: Toronto, ON (hybrid)

Salary Range: \$48,000-\$52,000

Ideal Start Date: August 14, 2023

*Badminton Ontario is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, and experiences makes us a stronger and better organization. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.*

*Badminton Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please advise us of your accessibility needs. Information received relating to accommodations will be addressed confidentially.*

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### Organization

Badminton Ontario (BON) is a not-for-profit amateur sport organization recognized by the Ministry of Tourism, Culture and Sport, and Badminton Canada as the governing body for the sport of badminton and para badminton within the province of Ontario. Founded in 1925, our mission is to be the leader of badminton in Ontario by helping citizens lead healthier, active lives through the sport of badminton. Our vision is to connect with all athletes participating in badminton in Ontario while inspiring athletes to cherish badminton and establish it as their sport for life.

### Position Overview

The Coordinator, Tournaments & Events is responsible for the successful planning and execution of Badminton Ontario tournaments and championships, as well as other BON-sanctioned events, such as national & international tournaments in partnership with Badminton Canada, or local events in partnership with our district associations, affiliated clubs, or community partners. The Coordinator will oversee all aspects of planning, logistics, operations, finances, and communications for each assigned tournament or event. Additionally, they will oversee the management of BON's sport & tournament equipment inventory. The Coordinator will be a key member of the Badminton Ontario team and will work closely with office staff, as well as officials, event staff, host clubs, event volunteers, and other stakeholders.

Reporting to the BON Executive Director, the Coordinator, Tournaments & Events will be a highly motivated, organized, detail-oriented and ambitious individual with excellent communication skills, strong administrative skills, and a recognized ability to problem solve and work collaboratively in a team setting. The candidate should have previous experience organizing and managing sport events, such as leagues or tournaments, as well as experience managing volunteers.

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[www.badmintonontario.ca](http://www.badmintonontario.ca)



## Duties and Responsibilities

### *Tournament Planning & Administration*

- Oversee the seasonal planning, development, and management of the BON provincial competitions calendar in conjunction with BON staff and the Competitions Committee.
- Assist in securing host venues and facilities for provincial tournaments & championships, and applicable national events.
- Coordinate the purchase, production, and delivery of medals and awards for the season.
- Develop, review, and revise tournament information. Items may include but are not limited to: tournament entry forms, regulations, fact sheets, draws, schedules, and results.
- Utilize tournament software to accurately set up tournaments, monitor registration, verify eligibility, create draws & schedules, and communicate with participants.
- Ensure the timely and accurate communication of all tournament-related information using the BON website, social media channels, and appropriate distribution lists.
- Oversee communication and scheduling of officials and event staff.
- Coordinate overnight accommodations for BON staff, officials, and event staff as necessary.
- Provide prompt and professional answers to all tournament-related inquiries by phone and email.
- Develop and manage Emergency Action Plans for all events.
- Publish tournament results and update provincial rankings after each event.
- Create and distribute surveys to collect post-event feedback from participants, volunteers, officials, and organizers.
- Ensure the accurate tracking and reporting of all event finances including organizing invoices and receipts, collecting and processing expense forms, issuing refunds, etc.
- Liaise with the Competitions Committee and any other relevant BON Committee, as required.

### *Tournament & Event Management*

- Conduct tournaments and championships on the Badminton Ontario competitions schedule as assigned.
  - To include the on-site delivery of Junior A, B & C series tournaments, Provincial Championships, Ontario Junior Elite and Senior Elite national tournaments, school sport championships, and any other local sanctioned tournaments & events.
  - To include special events, such as Ontario Winter Games, national championships, international tournaments, and other sanctioned events.
- Liaise with the Referee (and Deputy Referee when applicable) to ensure that all tournaments are conducted in accordance with the applicable Regulations, code of conduct, and any other standards or expectations required by the event's governing body.
- Verify and enforce eligibility requirements for all players and coaches.
- Supervise the conduct and activities of tournament event staff including Match Control (draw desk) staff and officials including Referee, Deputy, and Umpires.
- Ensure volunteer requirements are fulfilled as per the scope of the event and manage event volunteers while supporting a positive and enjoyable environment.
- Liaise with host clubs and facilities to set mutual expectations, discuss on-site equipment and technology needs, and ensure contractual obligations are met for the smooth operation of the event.
- Oversee packing, transportation, and proper care of all necessary tournament equipment & supplies, marketing materials, and medals & awards.
- Lead the timely and efficient set up and tear down of tournaments.
- Communicate updates, delays, cancellations, schedule changes, or other messaging directly with participants, coaches, and others, as necessary, in a timely manner.
- Organize the provision of meals and refreshments for tournament staff and officials.
- Conduct medals & awards ceremonies.

- Engage with and assist athletes, coaches, parents, officials, volunteers, and other stakeholders in a friendly and helpful manner, and build positive relationships within the community.
- Represent Badminton Ontario with pride and foster a safe and inclusive sport environment for all.

#### *General Administration & Other Duties*

- Train and manage Tournament Operations Assistants (interns), when applicable, to assist with tournament administration and operations.
- Organize and manage Badminton Ontario's inventory of sport equipment, tournament equipment & supplies, signage, and other items used for tournaments & events. This includes, but is not limited to monitoring supply levels, ordering equipment, labeling, tracking, and organizing items, and maintaining a neat and organized inventory management system.
- Manage the Badminton Ontario portable storage container and liaise with the storage company as needed.
- Manage the Badminton Ontario portable court and equipment rental program and coordinate rental logistics with approved organizations, clubs, teams, programs, and events.
- Oversee the creation, content development, production, and publication of the Badminton Ontario handbook.
- Act as a key liaison with Badminton Canada and other Host Committees for national and international events.
- Act as the primary liaison with key school sport partners, including the Ontario Federation of School Athletic Associations (OFSAA), Ontario University Athletics (OUA), and Ontario Colleges Athletic Association (OCAA).
- Assist Executive Director with preparations for the BON Annual General Meeting.
- Provide support for event hosting bids and applications, grant applications, government reports when necessary.
- When applicable, provide administrative, operational, or promotional support to local, community, or other special events, as approved.
- Other duties as assigned or required, within reason and within the scope of the role.

#### **Qualifications and Skills**

- Post-secondary degree or diploma in Sport/Recreation Management, Event Management, Kinesiology or a related field, or a combination of post-secondary education and equivalent work experience.
- 1-3 years of volunteer or professional experience planning, managing, and executing sport events, such as tournaments, leagues, and other competitions; Prior experience managing sport events for youth is considered an asset.
- Knowledge of the sport of badminton is not required, but is considered an asset.
- Strong and effective verbal and written communication skills with emphasis on professionalism and high standards of customer service.
- Bilingualism is considered an asset.
- Exceptional organization and planning skills with the ability to take initiative and effectively prioritize tasks to meet deadlines.
- Excellent attention to detail.
- Experience developing and managing event budgets.
- Strong interpersonal skills with experience building relationships and collaborating with a broad range of stakeholders, including members (athletes, coaches, officials, etc.), parents, member clubs and organizations, facilities, community partners, and corporate partners.
- Ability to work both independently with limited direct supervision, as well as work collaboratively in a small team setting.
- Creative problem solving skills and the ability to adapt to changing environments.
- Demonstrated passion for sport and willingness to learn.

## Requirements

- High proficiency with Microsoft Office Suite
  - Valid Class G drivers' license and access to a vehicle
  - Criminal Record Check and Vulnerable Sector Screen
  - Additional education or training in topics related to Safe Sport, Diversity, Equity & Inclusion (DEI), and Concussion Awareness will be required.
  - Standard First Aid & CPR certification may be required.
  - Flexibility and willingness to work evenings and weekends, as required.
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## Environment and Working Conditions

- Badminton Ontario's primary office is currently based in Toronto, ON. We offer a hybrid work model that allows for some remote work each week.
- Weekend and evening work will be required, largely around in-season tournaments & events.
- Domestic travel (within Ontario and sometimes Canada) is required in this position.

## Compensation

- Salary commensurate with experience and background, within the posted range.
  - Paid time off in the form of vacation days, personal emergency leave, and holidays.
  - Employee health & wellness benefits package including dental, vision, drug, medical, and paramedical coverage.
  - Annual professional development stipend, as approved by the Executive Director.
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## Application Information

Please submit a cover letter and resume to Josée Matte, Executive Director, at [josee.matte@badmintonontario.ca](mailto:josee.matte@badmintonontario.ca)

**Deadline to apply: Friday July 28, 2023 at 11:59pm ET**

We thank all those who take the time to apply for the position, though only those selected for an interview will be contacted. Interviews are expected to take place in early August.